



THE CHIEF OF PROTOCOL  
DEPARTMENT OF STATE  
WASHINGTON, D.C. 20520

77-12116

December 28, 1977

MEMORANDUM

TO : Heads of All Executive Branch Agencies

FROM: Evan S. Dobelle *(ESD)*

SUBJ: Amended Law on Foreign Gifts and Decorations

Section 515 of the Foreign Relations Authorization Act, Fiscal Year 1978, makes substantial changes in the existing law regulating the acceptance and retention by Federal employees of gifts and decorations from foreign governments.

The text of Section 515 of the Authorization Act, which amends Section 7342 of Title 5, US Code, is enclosed along with a copy of the guidance material developed by the State Department in furtherance of its responsibility under the amended law to assist other Executive agencies in preparing their own regulations to implement Section 515. Until each agency has developed its own regulations, this guidance material should serve in the orientation of personnel concerning their obligations and responsibilities under the amended legislation, which takes effect on January 1, 1978.

By the new law Congress gives its consent to an employee's accepting and retaining a foreign government gift which has been tendered and received as a souvenir or mark of courtesy and which is "of minimal value." Minimal value, heretofore set by regulation at \$50.00 or less at retail in the United States, has been defined by PL 95-105 as "a retail value in the United States at the time of acceptance of \$100 or less," although the law provides for redefining it at three-year intervals, and also authorizes employing agencies to set it at a lower figure by regulation if they choose.

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A special provision of the law requires the President to "direct all Chiefs of a United States Diplomatic Mission to inform their host governments that it is a general policy of the United States Government to prohibit United States Government employees from receiving gifts or decorations of more than minimal value." (The amended law continues to condition Congress's consent to an employee's accepting, retaining and wearing a foreign decoration on its having been tendered in recognition of active field service or unusually meritorious performance and on the employing agency's approving such acceptance and retention.) Accordingly the Department of State has recently sent a circular instruction to all US diplomatic and consular posts directing Chiefs of Mission and heads of consular posts to conduct a thorough and explicit program of orientation aimed at key officials of the host government concerning operation of the new and more stringent law. It should be of interest to agency heads to know that the points to be particularly stressed in that orientation program are the following:

- (1) An employee may accept and retain a gift of minimal value tendered and received as a souvenir or mark of courtesy;
- (2) With the exception of an education scholarship, medical treatment, or, under stipulated conditions, travel or expenses for travel, an employee may not accept a gift of more than minimal value unless "it appears that to refuse the gift would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States".
- (3) If an employee accepts a tangible gift of more than minimal value, such a gift is deemed to have been accepted on behalf of the United States and, upon acceptance, becomes the property of the United States which must by operation of law be deposited by the donee with his employing agency within sixty days for return to the donor, for official use within the agency, or for disposal as surplus property in accordance with applicable law;
- (4) Since tangible gifts of more than minimal value may not lawfully become the personal property of the donee, foreign government officials should know that

the obligation to refuse initial acceptance of gifts whenever possible is being impressed upon all United States Government employees, in order that the unintended consequences of such acceptance, including possible return of the gift to the donor, may be avoided;

(5) The Attorney General may file a civil action in any United States district court against any employee who has knowingly solicited or accepted a gift from a foreign government in contravention of the statute, or who has failed to deposit or report such gift as the statute requires, with the possibility that the court may assess a maximum penalty of the retail value of the gift plus \$5,000.

(6) Beginning with January 1979, the Secretary of State must publish annually in the Federal Register a comprehensive listing of all the detailed statements required to be filed by Federal employees concerning gifts of more than minimal value which they have deposited during the preceding year; and finally,

(7) The definition of "employee" for purposes of the statute is very broad, including for example, an individual employed by or occupying an office or position in the Government of the District of Columbia; a member of a uniformed service; the President and the Vice President; a Member of Congress; an expert or consultant under contract with the United States; and the spouse of an employee (unless the employee and his or her spouse are separated) or a dependent of an employee within the meaning of section 152 of the Internal Revenue Code of 1954.

The provisions of the law dealing with decorations are essentially unchanged, except that the Department of State is no longer required to concur in the acceptance, retention, and wearing of a decoration tendered to an employee of another agency; in other words, only the employing

agency's approval is required. It is still important for the foreign government to support every award of a decoration to an employee of the United States Government with a statement, preferably in the form of a citation, which shows the basis for the tender of the award, whether it is in recognition of active field service in time of combat operations or for other outstanding or unusually meritorious performance. Without such documentation it may not be possible for the employing agency to approve the recipient's retaining and wearing the decoration, in which event the decoration must, like tangible gifts of more than minimal value, be deposited for use and disposal as the property of the United States.

Attention is also called to the new statute's broadening of the definition of "foreign government" to include (a) "any unit of foreign governmental authority, including any foreign national, State, local and municipal government" and (b) "any international or multinational organization whose membership is composed of any unit of foreign government" described in (a).

The Office of the Chief of Protocol in the Department of State continues to be responsible for administration of the foreign gifts and decorations legislation within this Department. That Office will, however, serve as the depository only for those foreign gifts and decorations that are turned in by employees of the Department and the Foreign Service; employees of other agencies must deposit any gifts or decorations which the law requires them to deposit with their agency's depository office, as yet to be designated in most instances.

Since Section 515 of PL 95-105 takes effect on January 1, 1978, briefings of key officials of each agency, establishment of offices and personnel to deal with the new responsibilities each agency must assume under the new law, and development of agency regulations based on the guidelines furnished by the Department of State should begin without delay

Enclosures:

1. Section 515 of Authorization Act
2. "Guidance to Executive Agencies"

91 STAT. 862

PUBLIC LAW 95-105—AUG. 17, 1977

UNITED NATIONS SPECIAL SESSION ON DISARMAMENT

Report,  
transmittal to  
congressional  
committees.

SEC. 513. Noting the decision of the United Nations General Assembly to convene a special session on disarmament in the spring of 1978 and recognizing the important role that comprehensive disarmament could play in securing world peace and economic development, the Congress requests that, at an appropriate date, the Secretary of State report to the appropriate committees of the Congress on the procedures which the executive branch is following in preparing for the special session on disarmament and on United States objectives for that special session.

INTERNATIONAL BOUNDARY AND WATER COMMISSION

Appropriation  
authorization.

SEC. 514. (a) Section 2(2) of the Act entitled "An Act to authorize conclusion of an agreement with Mexico for joint measures for solution of the Lower Rio Grande salinity problem", approved September 19, 1966 (22 U.S.C. 277d-31), is amended by inserting immediately after "\$25,000" the following: "based on estimated calendar year 1976 costs, plus or minus such amounts as may be justified by reason of ordinary fluctuations in operation and maintenance costs involved therein."

(b) Section 3 of the Act entitled "An Act to authorize the conclusion of agreements with Mexico for joint construction, operation, and maintenance of emergency flood control works on the lower Colorado River, in accordance with the provisions of article 13 of the 1944 Water Treaty with Mexico, and for other purposes", approved August 10, 1964 (22 U.S.C. 277d-28), is amended by inserting immediately after "\$30,000" the following: "based on December 1975 prices, plus or minus such amounts as may be justified by reason of ordinary fluctuations in operation and maintenance costs involved therein."

(c) Section 103 of the American-Mexican Treaty Act of 1950 (22 U.S.C. 277d-3) is amended by striking out "\$100 per diem" in the second sentence and inserting in lieu thereof "the maximum daily rate for grade GS-15 of the General Schedule".

(d) The amendments made by this section shall take effect on October 1, 1977.

Effective date.  
22 USC 277d-3  
note.

FOREIGN GIFTS AND DECORATIONS

SEC. 515. (a)(1) Section 7342 of title 5, United States Code, is amended to read as follows:

"§ 7342. Receipt and disposition of foreign gifts and decorations

Definitions.

"(a) For the purpose of this section—

"(1) 'employee' means—

"(A) an employee as defined by section 2105 of this title and an officer or employee of the United States Postal Service or of the Postal Rate Commission;

"(B) an expert or consultant who is under contract under section 3109 of this title with the United States or any agency, department, or establishment thereof, including, in the case of an organization performing services under such section, any individual involved in the performance of such services;

"(C) an individual employed by, or occupying an office or position in, the government of a territory or possession of the United States or the government of the District of Columbia;

- "(D) a member of a uniformed service;
- "(E) the President and the Vice President;
- "(F) a Member of Congress as defined by section 2106 of this title (except the Vice President) and any Delegate to the Congress; and 5 USC 2106.
- "(G) the spouse of an individual described in subparagraphs (A) through (F) (unless such individual and his or her spouse are separated) or a dependent (within the meaning of section 152 of the Internal Revenue Code of 1954) of such an individual, other than a spouse or dependent who is an employee under subparagraphs (A) through (F); 26 USC 152.
- "(2) 'foreign government' means—
- "(A) any unit of foreign governmental authority, including any foreign national, State, local, and municipal government;
- "(B) any international or multinational organization whose membership is composed of any unit of foreign government described in subparagraph (A); and
- "(C) any agent or representative of any such unit or such organization, while acting as such;
- "(3) 'gift' means a tangible or intangible present (other than a decoration) tendered by, or received from, a foreign government;
- "(4) 'decoration' means an order, device, medal, badge, insignia, emblem, or award tendered by, or received from, a foreign government;
- "(5) 'minimal value' means a retail value in the United States at the time of acceptance of \$100 or less, except that—
- "(A) on January 1, 1981, and at 3 year intervals thereafter, 'minimal value' shall be redefined in regulations prescribed by the Administrator of General Services, in consultation with the Secretary of State, to reflect changes in the consumer price index for the immediately preceding 3-year period; and
- "(B) regulations of an employing agency may define 'minimal value' for its employees to be less than the value established under this paragraph; and
- "(6) 'employing agency' means—
- "(A) the Committee on Standards of Official Conduct of the House of Representatives, for Members and employees of the House of Representatives, except that those responsibilities specified in subsections (c) (2) (A), (e), and (g) (2) (B) shall be carried out by the Clerk of the House;
- "(B) the Select Committee on Ethics of the Senate, for Senators and employees of the Senate;
- "(C) the Administrative Office of the United States Courts, for judges and judicial branch employees; and
- "(D) the department, agency, office, or other entity in which an employee is employed, for other legislative branch employees and for all executive branch employees.
- "(b) An employee may not—
- "(1) request or otherwise encourage the tender of a gift or decoration; or
- "(2) accept a gift or decoration, other than in accordance with the provisions of subsections (c) and (d). Prohibited conduct.



91 STAT. 864

PUBLIC LAW 95-105—AUG. 17, 1977

Gifts, acceptance.

“(c) (1) The Congress consents to—

• “(A) the accepting and retaining by an employee of a gift of minimal value tendered and received as a souvenir or mark of courtesy; and

“(B) the accepting by an employee of a gift of more than minimal value when such gift is in the nature of an educational scholarship or medical treatment or when it appears that to refuse the gift would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States, except that—

Designation as  
U.S. property.

“(i) a tangible gift of more than minimal value is deemed to have been accepted on behalf of the United States and, upon acceptance, shall become the property of the United States; and

“(ii) an employee may accept gifts of travel or expenses for travel taking place entirely outside the United States (such as transportation, food, and lodging) of more than minimal value if such acceptance is appropriate, consistent with the interests of the United States, and permitted by the employing agency and any regulations which may be prescribed by the employing agency.

Gifts, deposition.

“(2) Within 60 days after accepting a tangible gift of more than minimal value (other than a gift described in paragraph (1) (B) (ii)), an employee shall—

“(A) deposit the gift for disposal with his or her employing agency; or

“(B) subject to the approval of the employing agency, deposit the gift with that agency for official use.

Within 30 days after terminating the official use of a gift under subparagraph (B), the employing agency shall forward the gift to the Administrator of General Services in accordance with subsection (e).

Employee  
statement, filing.

“(3) When an employee deposits a gift of more than minimal value for disposal or for official use pursuant to paragraph (2), or within 30 days after accepting travel or travel expenses as provided in paragraph (1) (B) (ii) unless such travel or travel expenses are accepted in accordance with specific instructions of his or her employing agency, the employee shall file a statement with his or her employing agency or its delegate containing the information prescribed in subsection (f) for that gift.

Decorations,  
acceptance and  
deposition.

“(d) The Congress consents to the accepting, retaining, and wearing by an employee of a decoration tendered in recognition of active field service in time of combat operations or awarded for other outstanding or unusually meritorious performance, subject to the approval of the employing agency of such employee. Without this approval, the decoration is deemed to have been accepted on behalf of the United States, shall become the property of the United States, and shall be deposited by the employee, within sixty days of acceptance, with the employing agency for official use or forwarding to the Administrator of General Services for disposal in accordance with subsection (e).

Gifts and  
decorations,  
disposal.

“(e) Gifts and decorations that have been deposited with an employing agency for disposal shall be (1) returned to the donor, or (2) forwarded to the Administrator of General Services for transfer,

donation, or other disposal in accordance with the provisions of the Federal Property and Administrative Services Act of 1949. However, no gift or decoration that has been deposited for disposal may be sold without the approval of the Secretary of State, upon a determination that the sale will not adversely affect the foreign relations of the United States. Gifts and decorations may be sold by negotiated sale.

40 USC 471 note.

"(f) (1). Not later than January 31 of each year, each employing agency or its delegate shall compile a listing of all statements filed during the preceding year by the employees of that agency pursuant to subsection (c) (3) and shall transmit such listing to the Secretary of State who shall publish a comprehensive listing of all such statements in the Federal Register.

List, transmittal to Secretary of State. Publication in Federal Register.

"(2) Such listings shall include for each tangible gift reported—

Contents.

- "(A) the name and position of the employee;
- "(B) a brief description of the gift and the circumstances justifying acceptance;
- "(C) the identity, if known, of the foreign government and the name and position of the individual who presented the gift;
- "(D) the date of acceptance of the gift;
- "(E) the estimated value in the United States of the gift at the time of acceptance; and
- "(F) disposition or current location of the gift.

"(3) Such listings shall include for each gift of travel or travel expenses—

- "(A) the name and position of the employee;
- "(B) a brief description of the gift and the circumstances justifying acceptance; and
- "(C) the identity, if known, of the foreign government and the name and position of the individual who presented the gift.

"(4) In transmitting such listings for the Central Intelligence Agency, the Director of Central Intelligence may delete the information described in subparagraphs (A) and (C) of paragraphs (2) and (3) if the Director certifies in writing to the Secretary of State that the publication of such information could adversely affect United States intelligence sources.

CIA list, deletions.

"(g) (1) Each employing agency shall prescribe such regulations as may be necessary to carry out the purpose of this section. For all employing agencies in the executive branch, such regulations shall be prescribed pursuant to guidance provided by the Secretary of State. These regulations shall be implemented by each employing agency for its employees.

Regulations.

"(2) Each employing agency shall—

- "(A) report to the Attorney General cases in which there is reason to believe that an employee has violated this section;
- "(B) establish a procedure for obtaining an appraisal, when necessary, of the value of gifts; and
- "(C) take any other actions necessary to carry out the purpose of this section.

"(h) The Attorney General may bring a civil action in any district court of the United States against any employee who knowingly solicits or accepts a gift from a foreign government not consented to by this section or who fails to deposit or report such gift as required by this section. The court in which such action is brought may assess a penalty against such employee in any amount not to exceed the retail value of the gift improperly solicited or received plus \$5,000.

Civil actions. Jurisdiction.

Penalty.



91 STAT. 866

PUBLIC LAW 95-105—AUG. 17, 1977

22 USC 2458.  
Effective date.  
5 USC 7342 note.  
Gifts, purchase  
limitation.  
22 USC 2694.

Report,  
transmittal to  
Speaker of the  
House and Senate  
committee.

"(i) The President shall direct all Chiefs of a United States Diplomatic Mission to inform their host governments that it is a general policy of the United States Government to prohibit United States Government employees from receiving gifts or decorations of more than minimal value.

"(j) Nothing in this section shall be construed to derogate any regulation prescribed by any employing agency which provides for more stringent limitations on the receipt of gifts and decorations by its employees.

"(k) The provisions of this section do not apply to grants and other forms of assistance to which section 108A of the Mutual Educational and Cultural Exchange Act of 1961 applies."

(2) The amendment made by paragraph (1) of this subsection shall take effect on January 1, 1978.

(b) (1) After September 30, 1977, no appropriated funds, other than funds from the "Emergencies in the Diplomatic and Consular Service" account of the Department of State, may be used to purchase any tangible gift of more than minimal value (as defined in section 7342(a)(5) of title 5, United States Code) for any foreign individual unless such gift has been approved by the Congress.

(2) Beginning October 1, 1977, the Secretary of State shall annually transmit to the Speaker of the House of Representatives and the chairman of the Committee on Foreign Relations of the Senate a report containing details on (1) any gifts of more than minimal value purchased with appropriated funds which were given to a foreign individual during the previous fiscal year, and (2) any other gifts of more than minimal value given by the United States Government to a foreign individual which were not obtained using appropriated funds.

Approved August 17, 1977.

#### LEGISLATIVE HISTORY:

HOUSE REPORTS No. 95-231 (Comm. on International Relations) and No. 95-537 (Comm. of Conference).

SENATE REPORT No. 95-194 (Comm. on Foreign Relations).

CONGRESSIONAL RECORD, Vol. 123 (1977):

May 4, considered and passed House.

June 16, considered and passed Senate, amended.

July 28, Senate agreed to conference report.

Aug. 3, House agreed to conference report.

○

Approved For Release 2004/02/19 : CIA-RDP80M00165A000800260001-8  
FINAL DRAFT STATE DEPARTMENT GUIDANCE TO EXECUTIVE  
AGENCIES ON REGULATIONS IN IMPLEMENTATION OF  
SECTION 515 OF P.L. 95-105, AMENDING SECTION  
7342 OF TITLE 5, U.S. CODE, THE FOREIGN GIFTS  
AND DECORATIONS ACT

SECTION 1. PURPOSE. The present guidelines are issued by the Department of State in furtherance of its obligation under Section 515(a)(1) of Public Law 95-105 (August 17, 1977) to assist Executive agencies to prescribe regulations as may be necessary to implement provisions of P.L. 95-105, relating to foreign gifts and decorations.

SECTION 2. APPLICATION. Under the Foreign Gifts and Decorations Act, as amended (the "Act"), each agency, as defined in 5 U.S.C. Section 7342(a)(6), is responsible, for monitoring compliance by its employees with the Act. Under predecessor legislation, the Department of State was charged with this responsibility, but henceforth will be required only to file annual reports based upon agency reporting (subsection (f)), consulting with GSA in regard to the redefinition of "minimal value", and determining under what circumstances gifts or decorations deposited for disposal may be sold without causing adverse effects to the foreign relations of the United States.

SECTION 3. DEFINITIONS. (Track language of P.L. 95-105)

SECTION 4. GIFTS AND DECORATIONS ACCEPTED ON OR AFTER JANUARY 1, 1978.

(a) Each agency shall appoint an internal office responsible for ensuring that its employees become acquainted with the requirements of P.L. 95-105 respecting the deposit with the agency of gifts of more than minimal value and decorations, the acceptance of travel expenses permitted by the agency in accordance with its regulations, and the reporting on the acceptance of both gifts and travel expenses. Each agency shall periodically remind employees, as necessary, of the requirements of the Act and implementing regulations and any changes occurring in either of them. In this connection, each agency shall establish a procedure by which employees may acquire advice and assistance on any question relating to the application or implementation of the Act or its regulations.

(b) The office responsible for carrying out functions specified in subsection (a) of this Section shall assume the duty of implementing the requirements of subsection (c)(2) of the Act relating to the deposit of gifts and decorations for disposal and their retention by the agency for official use.

The agency shall establish procedures as necessary to facilitate employee compliance. These procedures may include, among other things, the development of appropriate standardized forms for the recording of gifts and decorations received and an explanation of the circumstances surrounding their receipt.

Any actions taken by agencies in the fulfillment of the aims expressed in this subsection shall also be directed at developing the data necessary for the completion of the annual statements required by subsection (f)(1) of the Act. All publications addressed to employees in furtherance of their compliance with the Act shall contain reference to the information on individual gifts required by this subsection of the Act to be submitted annually.

In advising employees of their responsibilities under the Act as amended, the responsible agency officials shall impress upon the employees their obligation to refuse initial acceptance of gifts whenever possible. Hence, the agency shall take all practical measures to minimize the number of gifts deposited by employees and, thus, rendered subject to the disposal provisions under the Act.

(c) If an agency elects to permit retention of gifts for official use in accordance with the provisions of subsection (c)(2)(B) of the Act, it shall publish guidelines as to the permissible types of official use, the circumstances under which such retention of gifts will be allowed and the office responsible for making the determination. Agency regulations shall be geared toward avoiding to the maximum extent possible arbitrary action in the approval of retention of gifts for official use and ensuring that all employees are assured the maximum opportunity for receiving the indirect benefit of gifts retained for official use. For example, if a painting is approved for retention, every effort should be made to display it in an area accessible to the largest number of employees and/or members of the public.

(d) Disposal of Gifts and Decorations.

i. Each agency shall establish a mechanism as appropriate for complying with the requirements of subsection (e) of the Act and General Services Administration regulations (41 CFR Part 101-49) respecting disposal of gifts and decorations. Whenever possible agencies shall effect disposal of gifts through a return to the original donor. Agencies shall examine the gift in question and the

circumstances surrounding its donation and assess whether any adverse effect upon U.S. foreign relations might result from the return of the gift or decoration to the donor. Whenever such a question arises, the affected agencies shall consult with appropriate officials in the Department of State.

ii. Gifts and decorations not retained for official use or returned to the donor shall be transferred, donated, or otherwise disposed of in accordance with the provisions of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended, and the Federal Property Management Regulations (41 CFR Part 101-49).

iii. Whenever an agency determines that it is necessary to establish a "minimal value" which is less than that established under prevailing General Services Administration regulations, such agency shall attempt to maximize employee refusal of gifts which are of such "minimal value." The purpose of this effort should be to minimize the number of token gifts deposited with the agency and thus made subject to the disposal provisions of the Act and appropriate regulations.

iv. When depositing gifts or decorations, employees may indicate their interest in participating in any subsequent sales of the items by the Government. Before gifts and decorations are sold by the General Services Administration, however, they must be offered for transfer to Federal agencies and for donation to the States. Consequently, agencies should advise employees that there is no assurance that an item will be sold or, if it is sold, that it will be feasible for an employee to participate in the sale. Instructions to employees should emphasize that the primary aim of the Act is to discourage receipt by employees of gifts of more than minimal value.

#### SECTION 5. INTRA-AGENCY ENFORCEMENT.

(a) The office within each agency charged with the responsibility for monitoring compliance shall establish procedures for taking prompt action to ensure that employees observe and obey the time limits and other requirements set forth in subsection (c), paragraphs (2) and (3), of the Act. These procedures shall be brought to the attention of all agency employees. In addition to fulfillment of its obligation under subsection (g)(2)(A) of the Act to report to the Attorney General cases in which there is reason to believe that one of its employees has violated the reporting and other compliance provisions of the Act, each agency shall establish appropriate

disciplinary procedures to cover violations of the Act and its regulations, whether or not such violations result in the taking of action by the Attorney General in accordance with subsection (h) of the Act. Such disciplinary measures shall be designed to apply to employees who (1) fail to deposit tangible gifts within 60 days after acceptance; (2) fail to account properly for the acceptance of travel expenses, or (3) fail to comply with the Act's requirements respecting disposal of gifts and decorations retained for official use.

(b) The agency shall establish procedures for reviewing cases in which there exists evidence of failure of any employee to comply with the deposit and reporting requirements established by the Act. If it is determined that an employee who is the donee of a gift or is the approved recipient of travel expenses has failed to comply with the procedures established by the Act through actions within his control, the agency shall refrain from effecting an administrative resolution of the matter, but rather shall refer the case to the Attorney General for appropriate action. Where any dispute results from a difference of opinion concerning the value of a gift, the agency shall secure the services of an outside appraiser for the purpose of determining whether the gift is more or less than minimal value.

**SECTION 6. DECORATIONS.** Each employing agency is advised that in accordance with the Act it may authorize its employees to accept, retain and wear decorations tendered in recognition of active field service in time of combat operations or awarded for other extenuating or unusual meritorious performance. Each approval is subject to decision by the employing agency. If the employing agency decides not to approve the acceptance, retention and wearing of a particular decoration, the decoration becomes the property of the United States and must be deposited by the employee with the agency within 60 days of acceptance. The agency may then elect to retain the decoration for official use in accordance with guidelines established within the agency or else must dispose of the decoration in accordance with subsection (e) of the Act, and General Services Administration Regulations (41 CFR Part 101-49), as described in Section 4 of these guidelines.

**SECTION 7. TRAVEL EXPENSES.** Each agency shall notify its employees of the circumstances under which favorable consideration will be given to the acceptance of gifts of travel or travel expenses as authorized in subsection (c)(1)(B)(ii) of the Act. Except where an agency has specific interests which



may be favorably affected by employee travel wholly outside the United States, and where the agency does not normally authorize its employees to engage in such travel, the standards normally applied to determine when such travel will be in the best interests of the agency and the United States Government shall be applied in approving acceptance of travel expenses under the Act.

SECTION 8.    MORE RESTRICTIVE AGENCY REGULATIONS ON RECEIPT  
OF GIFTS AND DECORATIONS BY ITS EMPLOYEES.

In accordance with the provisions of subsection (j) of the Act, each agency may provide more restrictive limitations on the acceptance and retention by its employees of gifts and decorations. For example, an agency may elect to establish a limitation on the number of gifts regardless of the individual value of each gift, received by an employee from a single source. An agency may also wish to establish a restriction against employees accepting gifts of more than minimal value from foreign governments even where the intended purpose of the gift tendered by the foreign official in question is "personal" in nature.

Attachment:  
    Copy of Legislation



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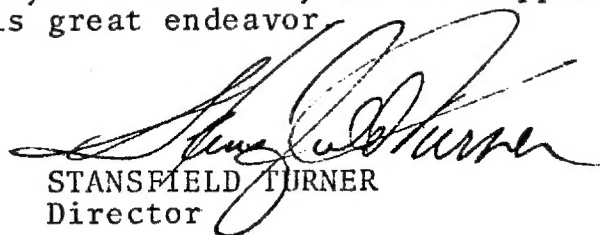
20 December 1977

MEMORANDUM FOR ALL EMPLOYEES

1. I am proud to announce that the employees of CIA exceeded their goal for the Combined Federal Campaign by pledging over \$296,000 to this fine cause. In addition to this achievement, which represents over 103% of our target, you also donated \$36,595 to the Educational Aid Fund and \$7,874 to the Public Service Aid Society.

2. I received a letter from the Honorable W. Michael Blumenthal, Secretary of the Treasury and this year's Chairman of the Combined Federal Campaign for the National Capital Area, congratulating the Agency for having exceeded a most challenging and meaningful goal this year. He also indicated that this year's overall campaign will indeed set new standards for voluntary support of health and social organizations by Federal employees and that the campaign conducted within the Agency has played a significant part in the total success.

3. Your generosity and your concern for those less fortunate is further evidence of the fine character I have noted in employees of this Agency. To all of the Chairpersons, Keypersons, and to each and every one of you I extend my sincere appreciation for your contribution to this great endeavor.

  
STANSFIELD TURNER  
Director

G-1